

TM-3 APPROVER COURSE**USING NASA'S TRAVEL MANAGER SYSTEM****TRAVEL LEDGER REPORT**

This document covers the steps to view the travel ledger report by traveler.

Driven by document type, authorizations and vouchers will be displayed on this report. Local vouchers will not be shown on this report.

The report includes the departure date, document type, document name, authorization number, document status, advance amount, advance applied, amount claimed, amount due to traveler, and amount due government.

Title information includes the selection criteria: traveler's name and Social Security Number, document status, and travel date range.

DISCLAIMER

*Reports will continue to be available from the existing Financial System.
If Travel Manager reports are utilized please be aware that summary totals may be
inaccurate.*

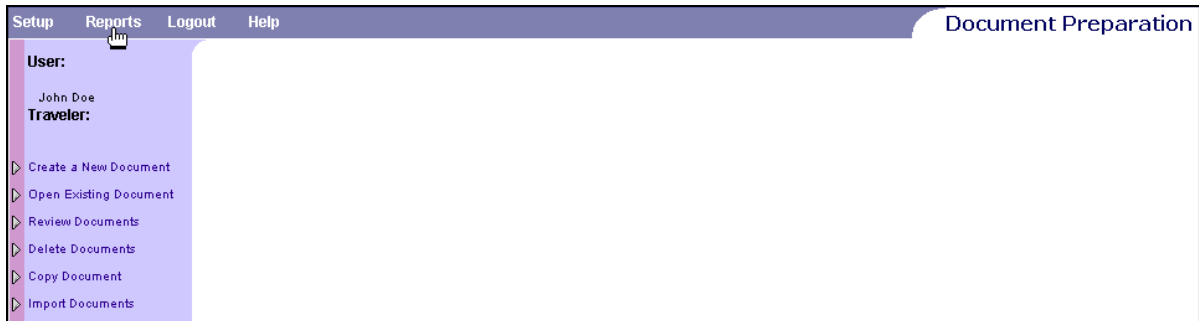
TABLE OF CONTENTS

A. TRAVEL LEDGER REPORT3

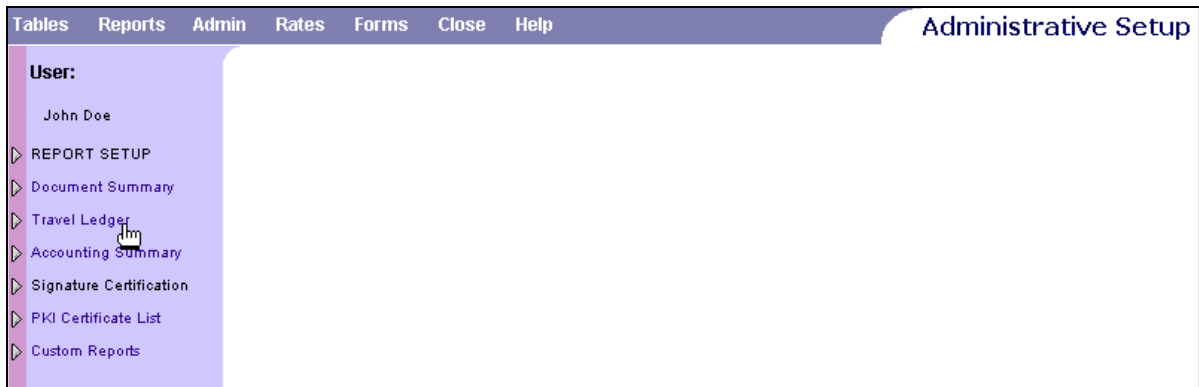
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A. TRAVEL LEDGER REPORT

1. Click the **Reports** link in the Tab Menu Toolbar at the top of the page.

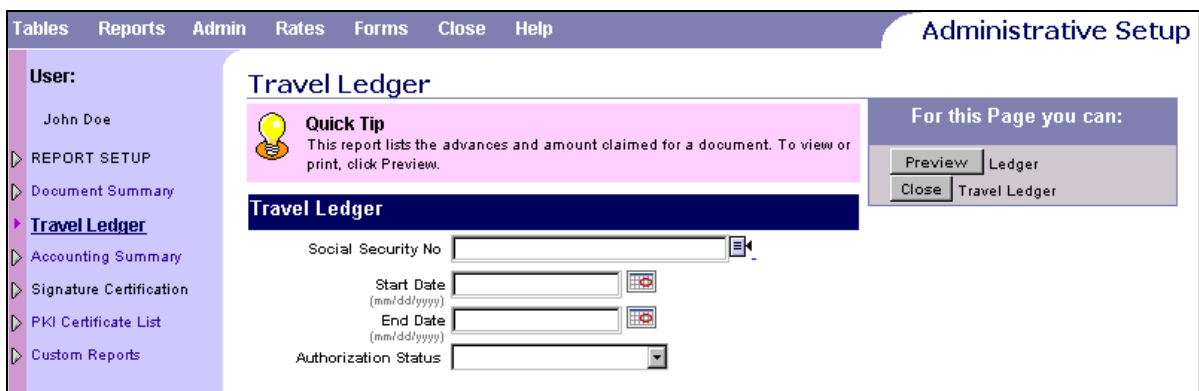



2. The **Report Setup** page will be displayed.



3. Click on **Travel Ledger** link on the Document Processing Toolbar on the left side of the page.

4. The **Travel Ledger** page will be displayed.



5. Enter the **Social Security Number** of the desired traveler or select the Social Security Number from a list by clicking on the **Document** icon  to the right of the field. A Social Security Number must be entered for the Travel Ledger report.
6. Enter the **Start** and **End Date** range.
 - a. **Start Date** is the earliest departure date to include on the report.
 - b. **End Date** is the latest departure date to include on the report.

NOTE

*Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.*

7. Leave the **Authorization Status** blank. Leaving this field blank indicates that all status codes should be included on the report.
8. Click the **Preview** **Ledger** button in the 'For this Document you can:' area in the top right of the page.
9. The **Travel Ledger** report will be displayed in a new browser window.

08/07/02		Travel Ledger		SSN	240-00-0001	
Traveler: Doe, John				Travel Dates: 03/26/2002 to 06/10/2002		
Authorization Status: (All)						
Date	Document Type	Document Name	Document Status	Advance Amt (Advance Applied)	Amount Claimed	Due Traveler (Due Gov't)

----- Travel Authorization Num: (Blank Blank TA						
03/26/2002	Auth	24-XX032602JD	APPROVED	0.00		
03/26/2002	Auth	24-XX032602JD-1	CREATED	0.00		
04/11/2002	Auth	24-XX041102JD	CREATED	0.00		
03/26/2002	Vchr	24-XX032602JD	SIGNED	0.00	614.00	614.00
=====						
Report Totals:				0.00	614.00	614.00

Example of a Travel Ledger Report

10. If the traveler's reimbursable expenses are less than the advance amount, the amount under the **(Due Gov't)** column would be enclosed in [] to indicate money due to the government.
11. Print using the browser print button.
12. Close the browser window when finished viewing the report by closing the browser window.